



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JULY 24, 2012

#56-12

VACANCY RE-ANNOUNCEMENT

DEPARTMENT: WORD PROCESSING DEPARTMENT

JOB TITLE: RECORDS TECHNICIAN

SALARY: \$11.75 PER HOUR

CLOSING DATE: OPEN UNTIL FILLED

FUNCTION:

Records Technician works with the Records Management Database by receiving and preparing documents for scanning, operating and adjusting scanning equipment, utilizing scanning and database software programs. Reviews and inspects all documents for quality imagery in compliance with established industry quality standards. Review and index all documents in the software program after scanning, and maintain production logs. Perform routine user maintenance of equipment. Assist with special projects and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Operate records management database software and scanning software.
- Perform maintenance tests on scanner daily, ensuring quality imaging.
- Receive and log material to be scanned.
- Prepares all document types for scanning.
- Prepares documents for indexing and targets.
- Organize and scan all documents in a timely manner.
- Inspect quality of scanned documents in the records management software program.
- Separate and index all document types in database.
- Process scanned documents to be reviewed by Administrator for final archiving.
- Maintain production reports on a regular basis.
- Conduct research and produce documents requested from records management database software.
- Ensure authorized disposal of source documents according to established procedures.

- Perform minor repair and troubleshooting of records management database software and scanning equipment.
- Assist with special projects as assigned.

POSITION REQUIREMENTS:

- Good manual dexterity.
- Knowledgeable of computer operating systems.
- Knowledge of R2M records management software or similar records management software and functions.
- Knowledge of digital imaging assembly and design.
- Organized and task oriented.
- Ability to diagnose, solve, and correct equipment problems.
- Ability to lift up to 40 lbs. to waist height.
- Demonstrated general clerical, typing and filing skills.
- Ability to work in timely manner.
- Required to sign a Non-Disclosure of Information form.

EDUCATION/EXPERIENCE:

High School Diploma required or G.E.D. equivalent. Two-year College degree preferred in related field. Two years of record management experience and/or training in digital imagery. Knowledgeable of basic scanning equipment including computer hardware such as printers, scanners, servers and digital imaging software.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

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